



**AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: HYD-09-21**

The U.S. Consulate General in Hyderabad is seeking an individual for the position of **Visa Clerk** in the Consular Section.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the interview will be contacted**

**OPEN TO:** All interested candidates.

**POSITION:** Visa Clerk; FSN-1415-06  
HYA 312016 (Personal Services Agreement)

**OPENING DATE:** March 24, 2010.

**CLOSING DATE:** April 07, 2010.

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident: Grade: FP-08  
Ordinarily Resident: Grade: FSN-06

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

## **BASIC FUNCTION OF POSITION**

- Receives and screens incoming NIV application and documentation for correctness from public counters and drop box system. Transfers the cases from the RDS system to the NIVCAPS system.
- Inputs the relevant data into the system, verifies SEVIS and PIMS records whenever applicable, captures photographs, produce machine readable visas, places visas in passports; passing it through the QA reader.
- Serves as the first point of contact for applicants applying for non-immigrant visas. Provides applicants with routine information regarding available services and basic application procedures.
- Assists the FPU unit in conducting validation studies and entering the data in the validation database. Prepares in sending the issued and refused non-immigrant visa applications to the Kentucky Service Center once in a month.
- Takes fingerprints of visa applicants as and when required. Acts as interpreter when needed and provide other clerical services

## **QUALIFICATIONS REQUIRED**

- University degree is required.
- Minimum two years of experience in the consular area, or an area related to customer service and/or work applying regulatory material.
- Level IV (Fluency) in English and Level III (Good Working Knowledge) in Telugu/Hindi/Urdu is required.
- Efficiency and accuracy in data entry skills is required.

## **SELECTION PROCESS**

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## TO APPLY

1. **Application for Employment**, Form HR-01 available on website [http://hyderabad.usconsulate.gov/job\\_opportunities.html](http://hyderabad.usconsulate.gov/job_opportunities.html)
2. **OPTIONAL:** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

## SUBMIT APPLICATION TO

U. S. Consulate General,  
Human Resources Office  
1-8-323, Paigah Palace, Chiran Fort lane,  
Begumpet, Secunderabad - 500003.  
FAX: 4033-8301

or

E-mail: [Hyderabadvacancies@State.gov](mailto:Hyderabadvacancies@State.gov)

Please insert “**HYD-09-21** “(Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

## DEFINITIONS

1. **EFM:** US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department’s current legal and statutory definition of EFM.
3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **April 07, 2010**.

Cleared by: MGT - WBoyle  
Drafted by: HR – KSharma

**AN EQUAL OPPORTUNITY EMPLOYER**